

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 31-102

1 SEPTEMBER 1999

Security

CONTROL OF GATE #41 KEY CARDS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 31-1, *Physical Security* and establishes policies and procedures for entry and exit through Gate #41 (Hospital Gate) at the Aerospace Maintenance and Regeneration Center (AMARC). It applies to all personnel requiring entry into AMARC through Gate #41.

SUMMARY OF REVISIONS: This is the initial instruction.

1. GENERAL: This instruction sets forth policies and procedures for obtaining and distribution of key cards for entry and exit through Gate #41.

2. ISSUING KEY CARDS TO AMARC PERSONNEL: The key cards will be used for official business only.

2.1. AMARC employees will be issued key cards upon request from their director.

2.2. Only AMARC Commander (CC), Executive Director (CD) and directors have authority to request key cards for Gate #41.

2.3. Directors will provide a letter with the employee's name, organization, AF Form 1199c or 1199a, **USAF Restricted Area Badge** number and card number. All letters will be addressed to the AMARC Security Manager (CCS).

2.4. If the key card is lost, it must be reported immediately to CCS, so the code can be removed from the system.

2.5. All personal and official tours require the standard tour letter of approval from the AMARC/CCS.

2.6. Any misuse of the key cards will be considered a security violation and will be dealt with accordingly.

3. ISSUING KEY CARDS TO DAVIS-MONTHAN AFB UNITS.

3.1. Davis-Monthan AFB units requiring key cards will be issued three key cards, and will be signed by the unit's commander. If additional key cards are required, they must be requested by the unit's commander, in a letter to AMARC/CCS.

3.2. The 355th Security Forces Squadron (355 SFS) will be issued the number of key cards as determined by the 355 SFS Commander and the AMARC CC.

3.3. The 355th Civil Engineering Squadron (355 CES) Fire Protection Flight will be issued a number of key cards as determined by the 355 CES Commander and the AMARC CC.

3.4. The 355th Wing Treaty Compliance Office will be issued one key card to perform Strategic Arms Treaty (START) inspections duties.

4. CONTRACTORS REQUIRING CARD KEYS.

4.1. Contractors, i.e., contract cleaners, who require access to AMARC during non-duty hours will be issued key cards.

4.2. Contractors will be issued minimum number of key cards necessary to perform the contracted business. Contractors with key cards will have the times and days of entry and exit determined by the particular needs of contract. The times and days of entry and exit will be coordinated between the applicable contract administration and AMARC/CCS.

4.3. The 355th Contracting Squadron or the Army Corps of Engineers contract administrator will submit a letter requesting the key cards for contractor. The contract administrator is responsible for all key cards issued to contractors.

5. ENTRY AND EXIT TIMES FOR KEY CARD USERS.

5.1. Unlimited access to AMARC is restricted to personnel with a need for such access. The AMARC CC and CD will designate those individuals.

5.2. AMARC employees will have access to AMARC during normal duty hours. Any exceptions must be requested by letter to AMARC/CCS from the individual's director stating the reason for the exceptions.

5.3. Davis-Monthan AFB personnel requiring key cards will be limited to the normal duty hours of AMARC. Any exception must be requested by letter from the unit commander to AMARC/CCS with the reason for the exception.

NOTE:

The 355th Wing Treaty Compliance Office will have unlimited access for inspections.

OFFICIAL

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